



Bylaws and Job Descriptions

Table of Contents	Page
ARTICLE I: NAME	2
ARTICLE II: PURPOSE	2
ARTICLE III: FUNCTIONS	2
ARTICLE IV: MEMBERSHIP	3
ARTICLE V: INTERGROUP ACTION	3
ARTICLE VI: OFFICERS	4
ARTICLE VII: STEERING COMMITTEE	4
ARTICLE VIII: FINANCE	5
ARTICLE IX: CHECKING ACCOUNTS	5
ARTICLE X: REVENUES	6
ARTICLE XI: RECORDS	6
ARTICLE XII: AUDIT COMMITTEE	7
ARTICLE XIII: ELECTIONS AND ELIGIBILITY – TERMS OF OFFICE	7
ARTICLE XIV: DUTIES OF OFFICERS AND COMMITTEE CHAIRPERSON	8
ARTICLE XV: VOTING OTHER THAN ELECTIONS	8
ARTICLE XVI: BY-LAWS COPIES	8
ARTICLE XVII: TRADITIONS	9
ARTICLE XVIII: AMENDMENTS	9
ARTICLE XIX: INCORPORATION	9
ARTICLE XX: PARLIAMENTARY PROCEDURE	9
ARTICLE XXI: SECURITY	9
JOB DESCRIPTIONS: STEERING PANEL OFFICERS	10
JOB DESCRIPTIONS: COMMITTEE CHAIRPERSONS	12

ARTICLE I: NAME

The name of the Association is Cape Atlantic Intergroup Inc, abbreviated as **CAIG**.

ARTICLE II: PURPOSE

CAIG is a voluntary association of A.A. groups that exists to serve those groups in their common purpose to carry the A.A. message to the alcoholic that still suffers. The purpose of the group's bylaws is to assist each new panel in their effective administration of the groups and to ensure continuity between panels.

ARTICLE III: FUNCTIONS

These functions may include, but are not limited to:

A. **A.A. INQUIRIES**: By providing an A.A. listing in the local telephone directory and/or on-line, the intergroup office may receive inquiries from those seeking help. They will refer the caller to the appropriate A.A. group or have one of our many Twelfth Step volunteers contact them.

B. **OFFICE FACILITIES**: Maintain a conveniently located office central to all of the member groups in which paid workers and/or volunteers are available to carry the message of A.A. to the alcoholic.

C. **INFORMATION EXCHANGE**: Serve as a clearinghouse for the circulation and exchange of information among the A.A. groups in the counties (Atlantic, Cape May and parts of Ocean), Areas and Districts.

1. May prepare publications for distribution to member groups such as newsletters, bulletins, event flyers and meeting lists.
2. Maintain and update a website specific to the CAIG.

D. ESTABLISHING LOCAL COMMITTEES ON PUBLIC INFORMATION AND COOPERATION WITH THE PROFESSIONAL COMMUNITY:

1. Make arrangements for A.A. speakers at the request of non-alcoholic groups.
2. Assist the press and other media in the development of articles and publicity about Alcoholics Anonymous and A.A. groups, ever reminding them of our anonymity as individuals.
3. Cooperate with other community agencies that deal with the alcoholic. We do not affiliate with any of these agencies.

E. **INSTITUTIONS**: Maintain contact with institutions and treatment centers; providing literature and arranging for A.A. speakers as requested. This provision allows for the donation and/or discounting of literature to non-profit institutions whose purposes and functions align with our own. Proper accounting is presumed.

F. **MEETING LISTS**: At regular intervals publish a current comprehensive list of meetings and other A.A. services.

G. **LOCAL A.A. EVENTS**: Manage the finances of committee events such as dinners, picnics, or any social affair the member groups request.

H. **CONTRIBUTIONS**: May be made by CAIG directly or in the form of scholarships and discounts as the groups so directs.

ARTICLE IV: MEMBERSHIP

Any A.A. group (as defined in the A.A. Group Pamphlet P12-17), recognized by the General Services Office, including virtual groups, that elects to be a member of CAIG, may participate upon registering the Group Representative and/or Alternate with CAIG.

This is accomplished by completing a form and delivering it to the Recording Secretary, though it may also be accomplished through the Chairperson or Corresponding Secretary.

The Group Member's Representative List shall be maintained by the Recording Secretary and provided to group members upon request. Member groups may also be registered with the General Service Office.

ARTICLE V: INTERGROUP ACTION

Calendar of Key Actions

	Action	Frequency
November	Election of Steering Panel Officers	every two years
November	Appointment of Roundup Committee Chairperson	annually
December	Appointment of Committee Chairpersons	every two years
January	Presentation of the Budget	annually
March	Adoption of the Budget	annually
2nd Wednesdays	CAIG Steering Meeting	monthly
3rd Wednesdays	CAIG Business Meeting	monthly

A. Effective Intergroup action shall be instituted by representatives of member groups. Each member group will choose one **Intergroup Representative (IGR)**, and one Alternate to serve them, the Alternate to function in the absence of the Representative. Each group has only one (1) vote.

B. Groups can only speak through their IGR. All A.A. members are welcome to attend all Steering Committee and Intergroup Business meetings. They are requested to refrain from speaking, unless, at the Chairperson's discretion, the topic is opened for their comments and opinions. (see Robert's Rules for clarification)

C. Representatives from at least ten (**10**) **member groups** shall constitute a quorum for the transaction of official business. Official business is defined as any administrative or financial action deemed appropriately significant by the Steering Committee to require a vote by members.

Should a quorum not exist at the group business meeting, then a meeting will be held for informational purposes only (*i.e.: committee reports and assignment of institutional commitments*). A special meeting may be called as necessary. If a special meeting between

regular monthly Business Meetings is called, the Corresponding Secretary must notify the Member Groups in writing at least six (6) days prior to said meeting, giving the date, time, and place of the special meeting.

D. Official Business shall be conducted at a Business Meeting held monthly at 7:30 PM the third Wednesday of every month. The location of the Business Meeting should remain “fixed” and made known to the Member Group Representatives. The Corresponding Secretary must notify the Member Groups in writing, at least six (6) days prior, if a temporary change in the location of the Business Meeting is necessary.

ARTICLE VI: OFFICERS

The IGRs shall elect the following officers for a two-year term of office: Chairperson, Vice Chairperson, Recording Secretary, Corresponding Secretary, Treasurer, Literature Treasurer, Trustee, and such other officers deemed necessary by the groups.

All officers shall perform such duties as outlined in A.A. guidelines (The A.A. Service Manual, A.A. Group Handbook) or as defined in the Job Descriptions of Officers and Committee Chairpersons attached hereto and part of these bylaws. Such other duties as may be developed and designed by the group, may be assigned by the group at a business meeting. Any permanent change in duties should follow the process for bylaws changes.

The Chairperson shall appoint all committee chairpersons and may dismiss committee chairpersons at his/her discretion. Committee Chairpersons may appoint committee members. Committee chairpersons are subject to rotation at the end of the appointing chairperson’s term. Officers may not serve as IGRs. Unlike officers, committee chairpersons may also serve as an IGR.

ARTICLE VII: STEERING COMMITTEE

The Steering Committee shall consist of elected officers and committee chairpersons with the Vice Chairperson presiding over the monthly Steering Committee meeting.

- All new business should originate before the Steering Committee.
- All major obligations must be approved by Steering Committee before being presented for a group vote at the Business meeting.

The Steering Committee handles the administrative activities of CAIG as described in “The A.A. Group” pamphlet (P-23).

The Steering Committee will meet at 7:30 p.m., on the second Wednesday of every month. If the Steering Committee is unable to meet the second Wednesday of the month, we will meet the following Saturday at 1p.m. The meeting location to be determined by the Vice Chairperson and the Steering Committee. An officer must be present for the meeting to be held.

The agenda for the Steering Committee meeting should include, but is not limited to the following:

1. Reports from all officers and committee chairpersons.
2. Discussion of old business, motions for new business.
3. Motions for purchases that exceed \$250.
4. Problems any officer or chairperson believes that needs to be addressed.
5. Matters any A.A. Member brings to the Steering Committee meeting.

6. All major obligations.
7. Proposed bylaw changes shall meet one the following criteria: The bylaws shall be changed for substantive issues; 2) to correct mistakes; 3) to modify the existing language to conform to actual practices; 4) in response to a directive or other GSO suggestions (e.g. donations versus contributions); 5) any substantive issue identified by the group.
8. To perform any and all tasks for the good of CAIG and the resolution of any issue that is of an administrative nature in accordance with A.A. Guidelines and A.A. Traditions.

Ideally, all action will be presented to steering in person with notice by an officer, chairperson, or IGR. An affirmative vote will be necessary to move an action onto the Business meeting agenda. The minutes of the Steering Committee meeting will be delivered to member groups as soon as possible following the meeting.

The Steering Committee cannot commit CAIG to any major obligation.

The decision on a major obligation may be determined by a majority vote at the next Intergroup Business meeting. Major obligations that may arise at the Business meeting shall be automatically tabled, to be reviewed by Steering, and presented at the next following Business meeting if approved.

Dissenting arguments shall be documented in the meeting minutes. “Major Obligations” are not exclusively of a financial type. These could include other matters (*e.g. moving the office or business meeting location, initiating or canceling an event, etc.*).

Only the chairperson may execute a contract for a major obligation such as an event, and then only with explicit authorization by the group.

Contracts approved by the group may span a panel term. The outgoing panel shall advise the new panel of any carry-over financial obligations such as multi-year contracts (e.g. office rent, events) approved by the group that span their term in order that the new panel may address, reaffirm, and accept those commitments or take appropriate action otherwise.

ARTICLE VIII: FINANCE

The activities of CAIG will be financed primarily by voluntary contributions from the Member Groups. Each group should determine the amount of its contributions. Additional financial support may be obtained from various fund-raisers, events, individual member contributions, and literature sales. CAIG shall be fully self-supporting in accordance with the Seventh Tradition.

ARTICLE IX: CHECKING ACCOUNTS

Bank accounts shall be maintained by the treasurers as necessary in an orderly fashion so that all transactions are readily identifiable and purpose transparent.

- Treasurers shall have access to all accounts.
- Accounts with transaction and/or service fees shall be discouraged.
- All checks must be made payable to an individual or a company, never to cash.

Bank bill pay features may be utilized for all office expenses, those routine, mundane, and other self-evident expenses such as utilities, for events of all kinds, and for reimbursement to officers, committee chairs, and committee members when so identified and properly documented with receipts.

Online banking shall be approved and utilized without exception providing that the records in the account statements explicitly identify the payee, the purpose presumed to be self-evident or so noted on the check itself. Monthly bank statements are intended to satisfy this requirement. Email alerts for new bill pay members and vendors shall be provided to the CAIG Chairperson.

Bank cards are permitted to accomplish the purpose and proper functioning of the treasurers. Card usage shall be limited to office supplies, operations (i.e. insurance), where electronic banking (bill pay by check) is not an option, event obligations and literature purchases. All other expenditures (over \$250) must be pre-approved by the groups. No cash withdrawals are permitted. Bank security, if available, may be used so that there can be no cash withdrawals. The card(s) will be assigned to the treasurer(s) and carried on their persons or otherwise secured in the office safe. Treasurers shall destroy their card at the end of their term. A lost or stolen card shall be reported immediately. Authorized officers may voluntarily link their phones and email to operating accounts for alerts for expenditures over \$1.

Financial records shall be maintained by the treasurers in a “system” such as Quickbooks or another that allows the tracking and reporting of income, expenses, book sales, sales, inventory, and reporting enabling enhanced transaction transparency. The systems selected should allow also for tax filing and reporting. Paid, outside assistance is permitted in the use of said “systems.”

ARTICLE X: REVENUES

All contributions or bequests, that meet current GSO guidelines, are to be deposited in the Intergroup Operating Account within three business days and noted in the treasurer’s monthly report. Any contribution not meeting GSO guidelines shall to be returned to the sender.

Any monies collected from literature sales shall be deposited in the Literature Account within three business days and so recorded and reported.

All monies in account shall be accounted for in the monthly Treasurer’s Report, both at Steering and at the regular Business meeting by the Treasurer(s).

CAIG shall strive to have a prudent reserve of one (1) year’s operating expenses. Any interest that may be accrued, throughout the year, is to be transferred to the Operating Account. All retained income in all other accounts shall be transferred into the Operating Account following an accounting of an event, and in all cases, no later than year-end tax accounting.

After the year-end closing of the accounting books, excess money in the literature account shall be transferred into the Operating Account and the Literature Account shall be reset at \$7,500 or such other limited balance as the groups shall from time to time approve. Said amount is to be determined at the onset of the following year by the Treasurer, Literature Treasurer, Literature Chairperson, and the Budget Committee Chair following a thorough review of literature sales. Quarterly literature inventories shall be conducted under the guidance of the Literature Treasurer and Literature Chair. Copies of sales receipts and purchase orders shall be retained until year end accounting is completed.

ARTICLE XI: RECORDS

Full and complete minutes of the Steering and Intergroup Business Meetings shall be delivered to all listed contacts for a group by email and posted on the website. These minutes should include any reports given at the meeting.

All business records of CAIG, such as minutes of meetings, correspondence, bank statements, financial records, etc., will be secured at the CAIG office. Any A.A. member belonging to a registered A.A. group that is a member of the CAIG will be entitled to inspect these records upon request.

It is the intention of CAIG that its business dealings be absolutely transparent to its member groups. However, in the interest of security, inspection requests must adhere to the following procedure:

The requester shall notify his or her home group's IGR that he or she is requesting a CAIG records inspection. The IGR shall satisfy himself/herself that the requester is known to the IGR as a member. The IGR shall forward the record inspection request to the appropriate secretary or treasurer, identifying what specific records are to be examined, and noting the requester's name in the request. The treasurer or secretary shall then make the records available at the CAIG Office and at a mutually convenient time, but no later than 25 days after the request is received. Alternatively, a copy of some records may be sent by email as a scan or PDF at the discretion of the CAIG representative.

ARTICLE XII: AUDIT COMMITTEE

The Audit Committee is an ad hoc committee appointed and retired by the chairperson. The Audit Committee may consist of two group members with special knowledge and experience. Once created, the Audit Committee shall audit CAIG's financial records, bank statements, reports, etc., semi-annually.

The Committee may obtain the services of professionals with the approval of the Steering Committee (following existing financial guidelines).

The Budget Chair, Treasurer, Literature Treasurer, Roundup Treasurer and CAYPAA Treasurer shall cooperate with the committee and assist the committee in performing their task.

A summary report shall be provided to the appropriate treasurer. The Committee shall present its report at the next regular Intergroup Business meeting.

ARTICLE XIII: ELECTIONS AND ELIGIBILITY – TERMS OF OFFICE

A. **WHO CAN VOTE:** Only registered IGRs or their Alternate may vote at elections.

B. **ELIGIBILITY:** To be eligible for election to a panel position, a candidate must:

1. Have been sober continuously for a period of twelve (12) months, and a member of a registered group.
2. Has been a IGR or Alternate, past or present, or an active officer of a registered Member Group or a CAIG Committee chairperson, past or present.
3. An eligible candidate must attend the Business meeting in which the elections are held. There can be no "proxy" nomination.

C. **TERMS OF OFFICE:** Terms of office for all officers shall be for two (2) years. The Chairperson shall not serve more than one (1) term. ALL pro -tem officers may stand for re-election. Every officer can stand for re-election, except for the Chairperson. In keeping with "Tradition Two" the principle of rotation *is suggested*.

In the event the Chairperson is unable to serve, the Vice-Chairperson will become the Chairperson pro -tem.

1. At the next regular intergroup business meeting, the Chairperson Pro -tem will announce that the previous Chairperson is unable to fulfill their commitment. As a result, the position of Vice-Chair is vacant.

2. A candidate will be elected under the eligibility requirements and election requirements of these By-Laws and will begin serving immediately for the balance of the term, pro -tem.

In the event of the inability to serve by any other officer, the above procedure shall apply. The term of office will begin at the next regular business meeting of the Intergroup, following the month of the elections.

The officers-elect will arrange with their outgoing counterpart to meet at a convenient time to both parties to assure a smooth and orderly transfer of office. The outgoing officer shall turn over to the officer-elect all records of their office prior to the month the officer elect takes office.

D. **ELECTIONS:** Third Legacy Procedure, as described in “The A.A. Service Manual,” will be followed for elections at the regular November meeting of Intergroup of odd number years. The elections will commence under new business, after the Recording Secretary has called the roll of the IGRs or Alternates of registered groups present, identifying those eligible to vote and insuring a quorum, together with the name of their group.

E. **REMOVAL FROM OFFICE:** All officers shall be subject to removal from office by two-thirds (2/3) vote of the IGRs that are eligible to vote. A motion must be made and seconded. This motion will automatically be tabled until the next business meeting. The motion must be clearly stated in the minutes of that prior meeting. The motion will then be brought under old business at the following business meeting.

ARTICLE XIV: DUTIES OF OFFICERS AND COMMITTEE CHAIRPERSON

Official attachments to these Bylaws are the Job Descriptions of officers and committee Chairpersons. Any changes to job descriptions can be brought up at the Steering Committee meetings and voted on if necessary.

CAIG will make reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy programs, services, and activities.

ARTICLE XV: VOTING OTHER THAN ELECTIONS

Only CAIG IGRs or alternates may make a motion and/or second the motion. Preferably motions should be in writing and presented in advance at the immediately preceding Steering Meeting.

Only registered CAIG IGRs or their alternates may vote. In the event of a tie vote, the Chairperson shall cast the deciding vote. Committee chairpersons may vote only if they are their group’s IGR or alternate.

ARTICLE XVI: BY-LAWS COPIES

A copy of these Bylaws shall be available to all member groups through the Corresponding Secretary and posted on the website.

ARTICLE XVII: TRADITIONS

This Intergroup shall adhere to the “Twelve Traditions and Twelve Concepts” to the best of its ability. To obtain this goal, workshops and Traditions Meetings may be held regularly for the benefit of A.A. members.

ARTICLE XVIII: AMENDMENTS

CAIG Bylaws may be amended or revised by an affirmative vote of the member groups at any business meeting, *presuming* that the issue(s) are raised first at Steering.

Alternatively, a proposed bylaws change that arises at a business meeting shall be tabled and addressed at the next following steering meeting. A notification stating the original article, the proposed amendment revising same, and the reason(s) for the proposed amendment or revision shall be included in the business meeting minutes for two (2) consecutive months prior to voting on said amendment/revision.

Proposed bylaw changes shall meet one the following criteria:

- 1) *substantive issues*; 2) *to correct mistakes*; 3) *to modify the existing language to conform to actual practices*; 4) *in response to a directive or other GSO suggestions (e.g. donations versus contributions)*; 5) *any substantive issue identified by the group.*

ARTICLE XIX: INCORPORATION

On [August 29, 1989](#), the Cape Atlantic Intergroup Inc. filed “Articles of Incorporation” with the state of New Jersey.

- A copy of the “Articles of Incorporation” must be available at the CAIG office.
- The name “Alcoholics Anonymous” is to be avoided in the title of the corporation. T
- he corporate seal is to be secured at the Intergroup office.
- A copy of the current approved bylaws shall be maintained on the group’s website and in the office.

ARTICLE XX: PARLIAMENTARY PROCEDURE

Robert’s Rules shall be used as a guideline in all cases of parliamentary procedure, which are in doubt, other than procedures clearly defined in these Bylaws or other A.A. guidelines. The CAIG office shall provide a copy of Robert’s Rules and a copy of these Bylaws at all business meetings.

ARTICLE XXI: SECURITY

Passwords, key access and combinations for computers, accounts, doors, the safe and any other assets will be changed with the change of the CAIG Panel and when any person with access leaves their position.

JOB DESCRIPTIONS: STEERING PANEL OFFICERS

CHAIRPERSON

Reports to: Cape Atlantic Local Groups and Meetings

Job Duties

- Have full knowledge of CAIG By-Laws
- Be familiar with the guidelines of Central Offices, A.A. Traditions & Concepts.
- Appoint Committee Chairs (as needed)
- Have full knowledge of the responsibilities and functions of all positions at CAIG
- Coordinate and oversee all committees and chairpersons
- Review the agenda for, and facilitate the CAIG Business Meeting (Monthly)
- Appoint & discharge Special Committees (as needed)
- Have knowledge of governmental forms and when they are due (as needed)
- Attend Steering Committee Meeting & Business Meeting (Monthly)
- Makes an effort to attend and support CAIG events or encourages other panel/committee member to attend
- Ensures CAIG is represented at Area 45 quarterly Assemblies & presents reports on behalf of CAIG
- To be the point-of-contact for important services as they relate to CAIG (As needed) eg. insurance policies.
- Write and present reports for both Steering and Business meetings.

VICE CHAIRPERSON

Reports to: Chairperson

Job Duties

- Have full knowledge of CAIG By-Laws
- Be familiar with the guidelines of Central Offices, A.A. Traditions & Concepts
- Have full knowledge of the Chairperson's responsibilities
- Have full knowledge of the responsibilities and functions of all positions at CAIG
- Ensure all Committees & their Chairpersons follow through on their responsibilities.
- Works with the Corresponding Secretary to maintain a contact system for all Panel & Committee chairs.
- Write agenda for, & facilitate, Steering Committee Meeting (Monthly)
- Facilitate CAIG Business Meeting in the absence of the Chairperson (as needed)
- Responsible for ensuring that the CAIG keys & CAIG safe are secure
- Ensure that all Committee Chairpersons write & submit their monthly reports
- Makes an effort to attend and support CAIG events or encourages other panel/committee members to attend
- Be supportive of, and work with, Special Committees
- Write & present reports for both Steering Committee & Business Meetings

RECORDING SECRETARY

Reports to: Chairperson & Vice Chairperson

Job Duties

- Takes minutes at Steering and Business Meetings
- Collect all Panel and Chairperson's Monthly Reports
- Edit minutes after review
- Print and file all minutes in the appropriate locations
- Distribute minutes to all attendees of the meetings and Intergroup Representatives
- Attend all Steering Committee & CAIG Business Meetings (Monthly)
- Manages and maintains a database of contact information for CAIG groups
- Send out email reminders to all Panel members, Committee chairs and IGR's regarding upcoming meetings or CAIG events.
- Write & present reports for both Steering Committee & Business Meetings

CORRESPONDING SECRETARY

Reports to: Chairperson & Vice Chairperson

Job Duties

- In the absence of the Recording Secretary, takes and distributes minutes at Steering and Business Meetings
- Write letters and answer correspondence (As needed)
- Attends all Steering Committee & CAIG Business Meetings (Monthly)
- Write & present reports for both Steering Committee & Business Meetings

TREASURER

Reports to: Chairperson & Vice Chairperson

Job Duties

- Adheres to the AA Guidelines on Finance.
- Deposit all accounts receivable including Literature funds, in a timely manner.
- Receive contributions by mail. Copy checks, complete bank deposit slips and deposit contributions in adherence to the bylaws.
- Responsible to distribute any other mail to CAIG panel and committee members.
- Use any appropriate accounting system to maintain and reconcile accounts.
- Keep accurate records of all accounts receivable
- Receive and audit financial reports from Committee Chairs holding events.
- Reimburse Committee Chairs and members for out of pocket expenses and budgeted funds.
- Distribute budgeted funds to appropriate committees, vendors and members as needed.
- Attend Audits as necessary.
- Compile necessary information & work with tax preparation professional for annual tax preparation
- Write & present reports for both Steering Committee & Business Meetings

LITERATURE TREASURER

Reports to: Treasurer

Job Duties

- Works with the Literature Chair to insure sales and accounting of purchases are completed in a timely manner.
- Works with Literature Chair to purchase and maintain an adequate literature inventory.
- Performs periodic physical Inventory of all literature materials.
- Sets and maintains the pricing of literature as needed
- Maintain the Literature Checking account statements and receipts.
- Maintains the physical files in the CAIG office for all Literature sales and receipts.
- Attend Audits as necessary.
- Assist Treasurer (As needed)
- Work with Treasurer to compile necessary information & work with tax preparation professional for annual tax preparation
- Use any appropriate accounting system to maintain and reconcile accounts.
- Write & present reports for both Steering Committee & Business Meetings

TRUSTEE

Reports to: Chairperson & Vice Chairperson

Job Duties

- The Trustee is to take an advisory position on all CAIG matters, only sharing his/her experience when called upon.
- Acts as parliamentarian in the absence of the Policy and Structure Chairperson.
- Has prior experience as a Panel officer or Committee Chair in service with CAIG.
- Have knowledge of CAIG bylaws, 12 Traditions, 12 Concepts and Robert's Rules.
- Attends both Steering Committee & Business Meetings.

JOB DESCRIPTIONS: COMMITTEE CHAIRPERSONS

Archives Chair

Reports to: Chairperson & Vice Chairperson

Job Duties

- To ensure the preservation of CAIG's history in observation of the A.A. Guidelines to Archives
- Responsible for the physical & intellectual integrity of the CAIG archive materials.
- Ensure the privacy and anonymity of members whose names appear in the collected documents
- Use tools and technology to actively document history of CAIG Long-time A.A. Members
- Solicit group histories from CAIG Home Groups,
- Select samples of the collection and arrange them in a traveling display (As needed)
- Travel to different meetings/events to share and collect historic materials when requested.
- Actively assures A.A. is accessible to anyone with a disability of any type related to their function.
- Write & present reports for both Steering Committee & Business Meetings

Budget & Finance Chair

Reports to: Chairperson & Vice Chairperson

Job Duties

- Ensure the Intergroup remains financially efficient by creating an annual budget.
- Examine the previous year's budget to make an accurate projection (Annually)
- Collaborate with the Treasurer to create a yearly Intergroup budget (Annually)
- Monitor Accounts Payable & Accounts Receivable to ensure that the created budget does not require adjustments
- Provide written reports for Steering Committee & CAIG Business Meetings (Monthly)
- Attend Steering Committee & CAIG Business Meetings (Monthly)

CAYPAA (young people in A.A.)

Reports to: Chairperson & Vice Chairperson

Job Duties

- Encourage & support young A.A. members seeking sobriety
- Select a Co-Chair & appoint a committee to help facilitate events
- Review prior budget allocated for the committee and submit annual budget request.
- Manage the budgeted funds allocated to this committee.
- Charge reasonable entry fees, if applicable, to supplement budget
- Plan & organize events with alcoholics, for alcoholics, about A.A., promoting sober activities
- Stay within allotted budget
- Provide written financial reports for all functions that use CAIG funds
- Inform groups of activities
- Provide written reports for Steering Committee & CAIG Business Meetings (Monthly)
- Attend Steering Committee & CAIG Business Meetings (Monthly)

Hospitality Chair

Reports to: Chairperson & Vice Chairperson

Job Duties

- Provide coffee and refreshments at the CAIG monthly business meeting.
- Review prior budget allocated for the committee and submit annual budget request.
- Manage the budgeted funds allocated to this committee.
- Provide written reports for Steering Committee & CAIG Business Meetings (Monthly)
- Attend Steering Committee & CAIG Business Meetings (Monthly)

Hospitals/Institutions Chair

Reports to: Chairperson & Vice Chairperson

Job Duties

- Works directly with any Recovery Facility currently holding or seeking to schedule an in-house A.A. meeting, adhering to the A.A. Guidelines on Treatment Committees.
- Review prior budget allocated for the committee and submit annual budget request.
- Manage the budgeted funds allocated to this committee.

- Responsible for assigning volunteers to speak at Recovery Facility. This selection happens monthly at the Business Meeting.
- Monitor and confirm volunteers are keeping commitments.
- Monitors and makes available the meeting materials for volunteers.
- Provide written reports for Steering Committee & CAIG Business Meetings (Monthly)
- Attend Steering Committee & CAIG Business Meetings (Monthly)

Literature Chair

Reports to: Chairperson & Vice Chairperson

Job Duties

- Provides literature at CAIG meetings, events and at Areas special events.
- Review prior budget allocated for the committee and submit annual budget request.
- Manage the budgeted funds allocated to this committee.
- Take regular inventory of literature and CAIG Meeting Lists.
- Responsible for the supply of the CAIG Meeting List.
- Coordinates with the Literature Treasurer to purchase literature based on inventory & sale history.
- Complete sales orders and pick-up/delivery
- Enter literature sales into computer
- Receive & verify shipments and stock shelves
- Coordinates with the Literature Treasurer to maintain & publish price list
- Assemble packs of meeting lists for sale
- Write & present reports for Steering Committee & CAIG Business Meetings (Monthly)
- Attend Steering Committee & CAIG Business Meetings (Monthly)

Newsletter Chair

Reports to: Chairperson & Vice Chairperson

Job Duties

- Create and publish a newsletter at least four (4) times annually.
- Review prior budget allocated for the committee and submit annual budget request.
- Manage the budgeted funds allocated to this committee.
- Solicit content for the newsletter from volunteers and Groups.
- Recruit members to assist in editing the newsletter
- Negotiate and maintain relationship with printing contractor to ensure publication timely and at a competitive price.
- Write & present reports for Steering Committee & CAIG Business Meetings (Monthly)
- Attend Steering Committee & CAIG Business Meetings (Monthly)

Office Manager

Reports to: Chairperson & Vice Chairperson

Job Duties

- Oversee the storage of records and materials at the CAIG office.
- Keep track of all supplies on hand, purchase necessary supplies
- Keep accurate records and provide receipt to Treasurer & Budget Chair
- Review prior budget allocated for the committee and submit annual budget request.
- Manage the budgeted funds allocated to this committee.
- Seek approval for expenditures over \$200
- Manage reimbursement requests from other committees.
- File documents, receipts, reports and minutes.
- Maintain office bulletin board with updated information
- Work with the Policy & Structure Chair to create and distribute Intergroup Representative kits.
- Write & present reports for Steering Committee and CAIG Business Meetings
- Attend Steering Committee and CAIG Business Meetings

Phone Chair/Hotline

Reports to: Chairperson & Vice Chairperson

Job Duties

- Monitor and maintain the systems that manages phone calls to the CAIG Hotline number, in accordance with the A.A. Answering Service Guidelines
- Acts as main contact for Phone service companies.
- Review prior budget allocated for the committee and submit annual budget request.
- Manage the budgeted funds allocated to this committee.
- Maintain a document of contact information on all Hotline volunteers.
- Maintain a document of contact information for 12 Step volunteers (12 Step List)
- Maintain Instruction/Training document for Volunteers.
- Update and report to Hotline volunteers monthly, providing support and fostering unity.
- Recruit/promote open time slots. Create flyers to attract volunteers.
- Work a 2-hour weekly time slot, answering incoming calls.
- Answer any missed calls and return voicemail messages.
- Write & present reports for Steering Committee and CAIG Business Meetings
- Attend Steering Committee and CAIG Business Meetings

Public Information/Cooperation with Professional Community Chair (PI/CPC)

Reports to: Chairperson & Vice Chairperson

Job Duties

- Creates and understanding of A.A. in the community in adherence to the A.A. Guideline on Public Information, and the A.A. Guidelines Cooperation with the Professional Community
- Review prior budget allocated for the committee and submit annual budget request.
- Manage the budgeted funds allocated to this committee.
- Responsible for recruiting volunteers to participate in community events

- Facilitate speakers and provide pamphlets to Intoxicated Driver Resource Center. (IDRC)
- Distribute literature to businesses and organizations such as police stations, conventions, school boards, etc.
- Create & distribute public service announcements for newspaper & radio
- Write & present reports for Steering Committee and CAIG Business Meetings
- Attend Steering Committee and CAIG Business Meetings

Policy & Structure Chair

Reports to: Chairperson & Vice Chairperson

Job Duties

- To be the point of reference and caretaker for Robert's Rules, and the CAIG By-Laws
- Settle any Robert's Rules questions as they arise at CAIG Steering or Business Meeting
- Works with Office Manager to prepare, maintain & distribute Intergroup Rep Service Manual
- Review prior budget allocated for the committee and submit annual budget request.
- Manage the budgeted funds allocated to this committee.
- Organize & facilitate CAIG Inventory (Every 2 years)
- Assist Groups in taking a Group Inventory (As needed)
- Write & present reports for both Steering Committee & CAIG Business Meetings (Monthly)
- Attend Steering Committee & CAIG Business Meetings (Monthly)

Round Up Chair

Reports to: Chairperson & Vice Chairperson

Job Duties

- Responsible for the execution of the annual CAIG Waves Roundup in accordance with the A.A. Guideline on Conference, Conventions and Roundups.
- Manage the budgeted funds allocated to this committee. Works with CAIG Treasurer for any reimbursement of funds.
- Responsible for the collective knowledge binder of prior Roundup events, policies and procedures.
- Chair the monthly Roundup committee meeting.
- Negotiates the details of the event location contract.
- Appoints the Roundup committee chairs
- Oversee and manage the project timeline
- During the Roundup:
 - Works closely with committee members to ensure proper set-up, routine, hospitality, and entertainment.
 - Acts as the point of contact with the event staff.
- All monies received from the Roundup event shall be deposited into the CAIG Operating Account within three (3) business days following the event.
- After the Roundup, prepares and delivers final financial report to CAIG.
- Write & present reports for both Steering Committee & CAIG Business Meetings (Monthly)
- Attend Steering Committee & CAIG Business Meetings (Monthly)

Technology Chairperson

Reports to: Chairperson & Vice Chairperson

Job Duties

- Facilitates the virtual meeting for the CAIG Steering and Business Meetings (monthly)
- Review prior budget allocated for the committee and submit annual budget request.
- Manage the budgeted funds allocated to this committee.
- Provides technical support to other committees as needed.
- Management of office technology, eg. office computer, internet connection/hotspot.
- Acts as point of contact for Internet service provider company.
- Responsible to maintain all Audio/Visual equipment used for remote meetings.
- Provide written reports for Steering Committee & CAIG Business Meetings (Monthly)
- Attend Steering Committee & CAIG Business Meetings (Monthly)

Unity Chair

Reports to: Chairperson & Vice Chairperson

Job Duties

- To facilitate fundraisers & inform local groups of Intergroup Services
- Plan the annual Unity Breakfast, Picnic, and New Years Eve Event
- Form Subcommittees for each event
- Review prior budget allocated for the committee and submit annual budget request.
- Manage the budgeted funds allocated to this committee.
- Inform groups of special events Create flyers to advertise the events
- Negotiates the details of the event location contract.
- Responsible for the collective knowledge binder of prior Unity events, policies and procedures.
- All monies received from Unity events shall be deposited into the CAIG Operating Account within three (3) business days following the event.
- After each Unity event, prepares and delivers final financial report to CAIG.
- Write & present reports for Steering Committee & CAIG Business Meetings (Monthly)
- Attend Steering Committee & CAIG Business Meeting (Monthly)

Website Chair

Reports to: Chairperson & Vice Chairperson

Job Duties

- Maintain the CAIG Website health/stability and the site content, in accordance with the A.A. Internet Guidelines
- Review prior budget allocated for the committee and submit annual budget request.
- Manage the budgeted funds allocated to this committee.
- Acts as main contact for site hosting and security management services
- Research and recommend website technology/features to improve the site.
- Recruit website committee members to assist with site content and administrative duties.

- Manage the maintenance of all A.A. Meeting List data for publication on the site and for printed CAIG Meeting Lists.
- Publish and maintain key CAIG business documents; eg. by-laws, meeting minutes, job descriptions, guidelines and training materials.
- Assign and manage email accounts for CAIG Steering Panel and Committee Chairs.
- Manage site calendar, events and news on a timely basis.
- Write & present reports for Steering Committee & CAIG Business Meetings (Monthly)
- Attend Steering Committee & CAIG Business Meeting (Monthly)

Workshop Chair

Reports to: Chairperson & Vice Chairperson

Job Duties

- Organizes educational sessions to aid members in understanding our program of recovery.
- Inform groups of special events Create flyers to advertise the events
- Selects a co-chair, forms a committee, as needed
- Review prior budget allocated for the committee and submit annual budget request.
- Manage the budgeted funds allocated to this committee.
- After each workshop, prepares and delivers final financial report to CAIG.
- Provide written reports for Steering Committee & CAIG Business Meetings (Monthly)
- Attend Steering Committee & CAIG Business Meetings (Monthly)

Revised Date: June, 27, 2023

Adopted Date: _____